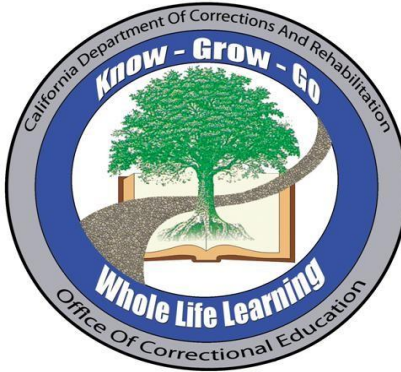


DEPARTMENT OF CORRECTIONS AND REHABILITATION

OFFICE OF AUDITS AND COMPLIANCE

EDUCATIONAL COMPLIANCE BRANCH



COMPLIANCE REVIEW FINDINGS

Wasco State Prison

May 6 through May 8, 2008

ADMINISTRATION

G. Lynn Hada

ACADEMIC EDUCATION

Raul Romero

John Jackson

LIBRARY

John Burk

FEDERAL SUPPLEMENTARY PROGRAMS

Mark Lechich, WIA

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

No.	INSTITUTION: Wasco State Prison (WSP) DATE: May 6-9, 2008 COMPLIANCE TEAM: G. Lynn Hada	Yes/No or NA	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Allotments/Operating Expenses:</div> <ul style="list-style-type: none"> Does the Principal maintain a budget tracking system to monitor the school departments' complete budget? Is there an annual spending plan to determine sub-allotments to programs, expenditures and their balance? 	Yes	
2.	Based upon current policy (amount of budget allotted) does it appear that a viable spending plan is in place in order for allocated funds to be fully utilized by year end?	Yes	
3.	Are funds allocated by Office of Correctional Education available and spent within program areas?	Yes	
4.	Are funds tracked by funding source? General Fund, special Budget Change Proposal funding, Federal and State Grant Programs allocated by Office of Correctional Education?	Yes	
5.	Are allocated funds for the Bridging Education Programs, including Arts In Corrections (AIC), used to provide program services to inmates?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

6.	Are law library purchases funded by the institution's general budget?	Yes	<p>This item is no longer applicable to the institution. It has been moved to a higher level. The following statement indicates that Office of Correctional Education is attempting to get the Law Library designated funds moved to Program 45 and the California Department of Corrections and Rehabilitation (CDCR) Agency Secretary has been briefed on the problem. The Office of Correctional Education Superintendent on July 3, 2008 provided the following written statement and Budget Change Letter #3 spreadsheet via an email; <i>"Here is the distribution to the field of funding for both 06/07 and 07/08 Gilmore collection. We have already processed the 08/09 purchases out of our office and they are currently in Procurement. As the 08/09 budget has not been signed we don't have initial 08/09 allotment to the field. The funding in this BC3 is from Program 45, not the institution Program 25 funds. The Financial Information Memorandum permanently moving Library to education in 2006 is still valid. Due to lack of designated funds we've flagged this to Office of Attorney General and Office of Court Compliance. Furthermore we've briefed Matt Cate and have written a proposal for the funding."</i></p>
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COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

7.	Is the school following the Education Hiring Steps and Responsibilities memo and matrix dated July 13, 2006 instructions when filling vacancies?	Yes	
8.	Are the Education Monthly Report and the Education Daily Report accurate and being completed and submitted on a timely basis?	Yes	
9.	Has adequate space and equipment been provided for staff to perform the required duties of the Reception Center/Bridging Education Program, Arts In Corrections program and the Television Specialist?	Yes	
10.	<div style="border: 1px solid black; padding: 2px;">Credentials:</div> Are all instructional and supervisory staff credentialed appropriately within subject matter area where they are assigned?	Yes	
11.	Does the assigned bridging staff hold appropriate credentials and/or placed in the appropriate Re-Entry classification?	Yes	
12.	<div style="border: 1px solid black; padding: 2px;">Duty Statements:</div> Are 100% of the staff duty statements on file and applicable to current position?	Yes	
13.	<div style="border: 1px solid black; padding: 2px;">Operational Procedures:</div> Does the institution have an Operational Procedure that addresses the legislative mandates of the Bridging Education Program?	Yes	
14.	Does the institution have an Operational Procedure for the Education Program? Does it use Department Operation Manual Chapter 10 as an inclusion?	No	The institution does not have an Operational Procedure in place for the overall Education Program.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

15.	Staff Assignments:	Yes	
	Does the Principal maintain a current and complete list of all authorized positions and their status?		
16.	Are all staff appropriately working and/or assigned within the education program?	Yes	
17.	Do all staff within the education program report to, and are under the Principal's supervision?	Yes	
18.	Is the Bridging Education Program Reception Center/General Population/Arts In Corrections fully staffed with supervisory, instructional and ancillary personnel?	Yes	
19.	Are Re-Entry Program instructors, class code 7581, assigned only to the Bridging Education Program?	Yes	
20.	When Bridging Education Program vacancy occurs, is it immediately reclassified to class code 2290 Teacher, High School, General Education?	Yes	
21.	Has the Artist Facilitator been officially assigned to the Education Department?	Yes	
22.	Is there a system in place that is being utilized to ensure the tracking of inmates and their completed assignments during their transition from the Reception Center to the General Population Institution?	Yes	
23.	Has an individual been designated to be responsible for trouble-shooting the equipment and contacting Transforming Lives Network for needed support?	No	No specific person has been designated, only a general procedure to contact Plant Operations.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

24	When there is a modified program, class closure, etc., is a plan in place to continue to deliver education services and other required educational activities and is the plan always implemented?	N/A	Reception Center, there are no lockdowns of programs.
25	Is the Assessment Office Assistant (OA) performing duties delineated in the Assessment OA duty statement?	Yes	
26.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Alternative Education Delivery Model:</div> Is an approved Alternative Education Delivery Model Operational Procedure in place?	Yes	
27.	Are all of the Alternative Education Delivery Models being locally implemented at the institution in agreement with the California Correctional Peace Officers Association agreement and the institutional Operational Procedure per the Suzan Hubbard memo dated May 5, 2005?	Yes	
28.	Are all Alternative Education Delivery Model positions filled?	Yes	
29.	Do all Alternative Education Delivery Model faculties have the approved Alternative Education Delivery Model Duty Statement with required signatures?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

30.	Are Alternative Education Delivery Model inmate enrollments/assignments being made based on eligibility criteria of the enrollments/assignment as defined in the course descriptions and guidelines?	No	The Independent Study and Distance Learning programs are not operating on a closed entry/closed exit schedule. The Distance Learning program is not currently operational although there is a teacher assigned to the position. The Distance Learning teacher almost exclusively manages the college programs.
31.	<ul style="list-style-type: none"> Are all Alternative Education Delivery Model Programs operating as full-time programs that meet the program-wide quotas? Are all approved Alternative Education Delivery Model faculty schedules posted? 	No	There is no Distance Learning program schedule; the Distance Learning program is mainly involved in the college programs.
32.	<div style="border: 1px solid black; padding: 2px;">Gender Responsive Strategies:</div> <p>Has all education staff received Gender Responsive Strategies training provided by the Female Offender Programs (FOP) institutional administration?</p>	N/A	
33.	Are female inmates' vocational assignments being made based on the eligibility criteria of the vocational assignment as defined in the course descriptions and vocational guidelines?	N/A	
34.	<div style="border: 1px solid black; padding: 2px;">Certificates of Completion or Achievement:</div> <ul style="list-style-type: none"> Are Certificates of Vocational or Academic Completion being issued to those students earning them and recorded on a tracking system? Are Certificates of Achievement issued to those students who exit the program before the Certification of Completion is earned? 	N/A	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

35.	Executive/Supervisory Assignments:	Yes	
	Are documented staff meetings held regularly by Principal, Academic Vice Principal, and Vocational Vice Principal? (monthly or more)		
36.	Is the Principal a member of the Warden's Executive Staff?	Yes	
37.	Does all supervisory staff conduct and record classroom visitations and observations on a quarterly basis?	N/A	
38.	<ul style="list-style-type: none"> Does the Academic Vice-Principal/Vocational Vice-Principal provide documented In-Service-Training and On-the-Job-Training? Are all probationary and annual performance evaluations currently due completed? 	Yes	
39.	Are supervisors documenting contact with staff and inmates involved in the bridging program?	No	Contact with staff is made regularly but not documented. Contact with inmate students is not done on any routine basis.
40.	Are Transforming Lives Network quarterly reports being submitted to Office of Correctional Education by the due dates of Oct. 10, January 10, April 10 and July 10?	Yes	
41.	Test of Adult Basic Education:	N/A	Reception Center Pre and Post Testing not required.
	<ul style="list-style-type: none"> Is the Principal trouble shooting Test of Adult Basic Education score losses identified on the School Program Assessment Report Card (SPARC)? Is the principal implementing remedial changes to improve the scores? 		
42.	Is there a 4.0 reading level report generated and distributed to appropriate staff?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

43.	Is a list of inmates who have a verified Learning Disability generated and distributed to appropriate staff?	Yes	
44.	<div style="border: 1px solid black; padding: 2px;">Accreditation:</div> <p>Has the education program been accredited by Western Association of Schools and Colleges, or has the application for accreditation been submitted to Western Association of Schools and Colleges?</p>	Yes	
45.	<ul style="list-style-type: none"> Is there a continuing Western Association of Schools and Colleges process being followed by the school with the action plans being actively addressed in a timely manner? Is there a leadership team in place and do minutes substantiate regular meetings? 	No	The leadership team meetings have only been reinstated as of April 2008, the last previous meeting was in November 2007.
46.	<div style="border: 1px solid black; padding: 2px;">Inmate Enrollment/Attendance:</div> <p>Do academic, vocational, Bridging Education Program, Enhanced Outpatient Program and Alternative Education Delivery Model enrollments meet the required program quotas (15:1, 27:1, 54:1, 120:1)?</p>	No	The Independent Study program currently has only 89 students enrolled; which is 31 students under quota. The Distance Learning program teacher coordinates the college program only and does not provide Adult Basic Education, GED or High School services as required by the Office of Correctional Education policy.
47.	Has the Institution developed an eligibility list for assigning inmates to the Bridging Education Program?	Yes	
48.	Does the Principal maintain a copy of the current inmate assignment waiting list?	N/A	
49.	Is education staff attending Institution Classification Committee (ICC) meetings for input into the placement of inmates into education programs?	No	No education staff members attend the Institution Classification Committee meetings.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

50.	Bridging Program:	Yes	Within the first week.
	Has the teaching staff met with each inmate upon assignment to the Bridging Education Program?		
51.	Are all Bridging Education Program eligible inmates receiving an education orientation packet upon arrival to the housing unit?	Yes	A packet is included with the new arrival orientation kit.
52.	Transforming Lives Network:	Yes	
	Has the Transforming Lives Network satellite dish been installed and operational?		
53	Is the Literacy Coordinator (Academic Vice-Principal) designated as the Transforming Lives Network Coordinator?	No	An Academic Vice-Principal is not designated as the Transforming Lives Network Coordinator.
54.	Do the number of inmates being enrolled and the number completing Transforming Lives Network courses agree with the numbers reported to Office of Correctional Education?	Yes	Only one enrollee.
55.	Has Transforming Lives Network enrollment and completion data been tracked?	No	There is no tracking of enrollment and completion data.
56.	GED Testing/High School Credit:	N/A	
	<ul style="list-style-type: none"> Is there a High School credit program and General Educational Development (GED) Testing program that follows Office of Correctional Education and State requirements? Are High School Diplomas and GED Equivalency Certificates issued to qualified inmates? 		

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

57.	Inmate Education Advisory Committee: Is there an Inmate Education Advisory Committee established with regularly scheduled monthly meetings?	N/A	Because this is a Reception Center, there are only Bridging Education Programs.
58.	Education Files <ul style="list-style-type: none"> Do all of the quarterly CDCR Form 128E and Form 154 (and/or other official student school transcripts) reports contain current and appropriate information that includes credits earned, course completions, etc.? Does the appropriate instructional staff sign all of the above reports? (Supervisory staff when instructional staff is not available.) Does supervisory staff (Academic Vice-Principal/Vocational Vice-Principal) review these reports? 	Yes	
59.	<ul style="list-style-type: none"> Are Education Files with a copy of the Record of Inmate Achievement (CDCR Form 154) transferred to Central Records when a student leaves education, transfers or paroles? Is there a copy of the Record of Inmate Achievement (CDCR Form 154 or High School Transcript) kept in the Education Office files in perpetuity? Are Education Files prepared for all assigned inmates? Are Bridging Education Program Education Files prepared for all assigned bridging students in the Reception Center and are they then transferred to the General Population receiving institution? 	No	No copy of the CDCR form 154 or a High School Transcript is kept. The other portions of this question are done in an exemplary manner.
60.	If there are any contracted, Office of Correctional Education sponsored or special programs operating at the institution, have the teachers assigned to these programs received special/related training?	N/A	
61.	Literacy: Are literacy programs available to at least 60% of the eligible prison population?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

62.	Is there an active Site Literacy Committee that meets and documents quarterly meetings, and is it coordinated by the Principal or an Academic Vice-Principal?	No	There is no Site Literacy Committee in existence.
63.	Does the Site Literacy Committee discuss the Bridging Education Program as part of its quarterly meetings?	No	There is no Site Literacy Committee in existence.
64.	Is the institution utilizing at least two alternate resources to implement literacy services for inmates?	No	Only the Bridging Education Program is providing literacy services.
65.	Is there an established procedure for placing students into any existing Learning Literacy (LLL) lab? (a federally or non-federally funded Computer Aided Instruction /Plato/Computer Lab)	No	The Literacy Learning Lab is not currently operational.
66.	<div style="border: 1px solid black; padding: 2px;">Developmental Disability Program and Disability Placement Program:</div> <p>If this is a Developmental Disability Program and/or a Disability Placement Program site, does the principal have the required documentation that demonstrates adherence to the Court Remedial Plans and CDCR/Office of Correctional Education policies?</p>	N/A	
67.	<div style="border: 1px solid black; padding: 2px;">ESTELLE/Behavior Modification Programs:</div> <p>Is documentation available regarding the original operational intent/concept of the Estelle/Behavior Modification Unit Program and are there actual implementations of the program/programs?</p>	N/A	
68.	Is there an Estelle/Behavior Modification Unit Program monitoring and tracking process in place to record to record student progress through achievement/progress, data collection, instructional methods, and curriculum?	N/A	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

69.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) – Risk and Needs Assessment:</div> <p>Is there an approved Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs Assessment Operational Procedure (OP)?</p>	Yes	
70.	<p>Are all Recidivism and Reduction Strategy (RRS) Assessment positions filled (part of Correctional Offender Management Profiling for Alternative Sanctions)?</p>	Yes	
71.	<p>Are all other designated assessment positions filled? Is there a designated supervisor over the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs Assessment Program?</p>	Yes	
72.	<p>Do all designated assessment staff have an individual Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) log-on code? Is the security of the code maintained?</p>	Yes	
73.	<p>Does the assessment staff maintain appropriate security of laptop and/or stand-alone computers utilized for the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs Assessment Program?</p>	Yes	Laptops are not in use as required by the Operational Procedure. The laptops are currently in storage.
74.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Recidivism Reduction Strategies:</div> <ul style="list-style-type: none"> • Is there a Recidivism Reduction Strategies expenditure tracking log maintained by the Principal for the purposes of identifying equipment or materials purchase or provided to the institution for assessments as identified in the Recidivism Reduction Strategies Budget Change Proposal (BCP)? • Are inventories of Recidivism Reduction Strategies equipment maintained and current? 	No	The Recidivism Reduction Strategies expenditures are tracked but the equipment is not inventoried.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

75.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Recidivism Reduction Strategies Enhanced Outpatient Program:</div> <p>Are all Enhanced Outpatient Program staff hired and in place?</p>	N/A	
76.	Does the Principal (via the Academic Vice-Principal) supervise the Enhanced Outpatient Program Teacher(s) in accordance with CDCR policy?	N/A	
77.	Have the Enhanced Outpatient Program Teacher(s) received training in performing the required duties as described in the Enhanced Outpatient Program Duty Statement?	N/A	
78.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Multi-Agency Re-entry Program (SB 618):</div> <p>Has the institution interviewed and hired for the Prison Case Manager positions as members of the Multi-Disciplinary team?</p>	N/A	
79.	Are the four vocational programs referenced in Senate Bill 618 in place at the institution?	N/A	
80.	Has a documentation process been established to monitor inmate contact time as well as inmate growth and completion of program?	N/A	
81.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Vocational-Recidivism Reduction Strategies</div> <p>Are all original vocational Recidivism Reduction Strategies (RRS) teacher positions filled and are all classrooms operating?</p>	N/A	
82.	Are all Recidivism Reduction Strategies vocational classes at full enrollment?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

NO.	INSTITUTION: WSP DATE: May 6-9, 2008 COMPLIANCE TEAM: Raul Romero, John Jackson	Yes/No or N/A	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px;">Student Job Descriptions:</div> <p>Are all of the inmate students' job descriptions accurate, complete, signed, and available?</p>	N/A	
	<div style="border: 1px solid black; padding: 2px;">Student Records/Achievements:</div> <p>Do all the of classroom files reflect Test of Adult Basic Education scores that are being administered according to the quarterly testing matrix and that are not over six months old for students under the CDCR Literacy Plan criteria and Office of Correctional Education Test of Adult Basic Education testing requirements?</p>		
3.	<p>Are all of the CDCR Form 128E chronological reports, classroom records and timekeeping documents, current, accurate, and secure?</p>	N/A	
4.	<p>Is 100% of the CDCR curriculum recording system in-use, accurate, and current?</p>	N/A	
5.	<p>Do 100% of the Permanent Class Record Cards (CDCR Form 151) reflect the minimum student contact time of 6.5 hours x-time or 8.5 hours of x-time for 4-10 programs for traditional classes?</p>	N/A	
6.	<p>Are Certificates of Completion or Achievement being issued to those students earning them?</p>	N/A	
7.	<div style="border: 1px solid black; padding: 2px;">Instructional Expectations:</div> <p>Do all of the academic education classes have lesson plans that agree with the CDCR approved curriculum?</p>	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

8	Are the required and/or elective credits in the academic subject being taught issued to inmates and recorded on the transcript?	N/A	
9.	Do all of the academic education classes have course outlines that agree with the CDCR approved curriculum?	N/A	
10.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Bridging Education Program Instructional Expectations: </div> Is each teacher utilizing the established curriculum for Bridging Education Program and does each teacher have a copy of the curriculum?	Yes	The teachers are using the CDCR approved Bridging curriculum. Several of the packets given to the Bridging students were reviewed. The Arts in Corrections Bridging instructor is a new hire.
11.	Are the Test of Adult Basic Education and Comprehensive Adult Student Assessment System (CASAS) being Administered to Bridging Students? Are other assessments being used to assess the inmate job skills?	No	Some of the student files had the Test of Adult Basic Education scores recorded on the CDCR Form 154s if the student had Test of Adult Basic Education scores in the data system when they were assigned to the Bridging program. Moreover, not all the inmates on A, B and D Yard are being tested. Escorts are limited to a maximum of 15 students per Test of Adult Basic Education testing teacher. Security concerns were given as the reason.
12.	Does Bridging Education Program teacher utilize the proper Permanent Class Record Card (CDCR Form 151) that is up to date and accurate?	Yes	All of the teachers are using the Permanent Class Record (CDCR Form 151) cards; they were current and up to date. All of the Bridging teachers are running below quota. It appears as if the Bridging instructors are working with a small number of inmates on the days they are scheduled to see the inmates on A-Yard.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

13.	Has the Bridging Education Program teacher developed a written weekly schedule to include student programs and contacts?	Yes	The daily-weekly activities sheets were reviewed. As well as the daily log binder of each teacher.
14.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Test of Adult Basic Education Testing Coordinator: </div> Are gain/loss reports (School Progress Assessment Report Card) and the Test of Adult Basic Education sub-test reports reviewed/shared with the education supervisors?	N/A	The School Progress Assessment Report Card is contingent upon the administration of the full battery Test of Adult Basic Education pre and post tests. The Bridging program does require such a process. However, the nationally recognized CASAS is being successfully used. It is recommended that the use of CASAS be expanded to be used by all Bridging teachers to measure student performance
15.	Do the Test of Adult Basic Education Coordinator and at least two others have access to a CDCR email address and user account?	Yes	All three designated Test of Adult Basic Education testing teachers and a supervisor have access to a CDCR email address and user account.
16.	Does the Test of Adult Basic Education Coordinator have the most recent Test of Adult Basic Education database (within a week)?	Yes	The Test of Adult Basic Education Database is checked daily.
17.	Are Test of Adult Basic Education testing protocols signed by current staff?	No	The security protocols signed document was not available in the testing area.
18.	Are the Test of Adult Basic Education testing materials secured in a locked cabinet (mandatory standards)?	Yes	All security protocols are followed.
19.	Is a master inventory of Test of Adult Basic Education test booklets and answer sheets maintained by the testing coordinator?	Yes	All Test of Adult Basic Education materials are secured in a steel caged locked storage within the testing room's area. An appropriate inventory is maintained.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

20.	Is the Test of Adult Basic Education binder current and up-to-date with memos, purchase orders and instructions?	Yes	It is recommended that any new testing written guidelines presented by Office of Correctional Education in the most recent training sessions be added if applicable to Reception Centers.
21.	Is the Test of Adult Basic Education locator test being used when needed to determine which level appropriate Test of Adult Basic Education test to administer?	No	The Test of Adult Basic Education locator test is not being used. It is highly recommended that it be used as required by the Office of Correctional Education policy.
22.	<div style="border: 1px solid black; padding: 2px;">Teacher-Test of Adult Basic Education Testing</div> <p>Are teachers testing within ten days of the student's initial entry into the classroom, as well as quarterly testing based on the Test of Adult Basic Education matrix?</p>	N/A	
23.	Are the Test of Adult Basic Education tests administered according to the testing matrix?	N/A	
24.	Is the Test of Adult Basic Education locator being used when needed to determine which level appropriate Test of Adult Basic Education test to administer?	N/A	
25.	Are teachers using Test of Adult Basic Education pre-post subtest diagnostic reports for student needs assessment and are they reviewing test scores with inmates?	N/A	
26.	Are teachers using the Test of Adult Basic Education pre-post diagnostic subtest test results as a diagnostic tool for individualized instruction and troubleshooting Test of Adult Basic Education score losses in their classes?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

27.	Are current Test of Adult Basic Education subtests placed in student's file?	N/A	
28.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Alternative Education Delivery Models:</div> Are Alternative Education Delivery Model Open Line schedules with dates and times posted in public areas for inmate access to educational services during off work hours?	Yes	Posters listing schedules with dates and times are posted in the buildings. Ducats are used to bring in inmates into classroom areas.
29.	Are the Television Specialist and Distance Learning Study Teacher developing a Distance Learning Study Channel schedule of courses, with dates and times, posted in public areas for inmates to review and complete their assignments?	Yes	However, the Distance Learning Teacher has 61 inmate college participants and no Adult Basic Education, General Education Development or High School participation contrary to the Office of Correctional Education policy.
30.	Does the Television Specialist plan, supplement and implement electronic educational coursework with the Distance Learning teacher, utilizing Transforming Lives Network and airing educational programs, such as Kentucky Educational TV General Education Development series on a weekly basis?	Yes	The Television Specialist has received most of the equipment and is planning expanded services for inmates once all equipment is received and is operational. The Television Specialist has very creative workable ideas that will enhance inmate learning.
31.	Are teachers awarding inmates certificates for achievement/completion in Alternative Education Delivery Model programs?	Yes	However, it is recommended that the Principal provide copies of Office of Correctional Education memo detailing the process for issuing certificates.
32.	Do all of the Education/Independent Study (half-time) classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

33.	Do all of the Education/Work Program (half-time) classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	N/A	
34.	Do all of the Distance Learning classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	No	The Distance Learning teacher does not have or use any current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum. The Distance Learning teacher is only working with college students contrary to the Office of Correctional Education Alternative Education Delivery Model policy.
35.	Do all of the Independent Study classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	Yes	The Independent Study teacher plans, records and tracks completed sequential work and gains of the inmates participating in Adult Basic Education, English Language Development and General Education Development. A Computer Aided Instruction Lab within the Independent Study classroom is also set up and waiting final computer set-up. Also, the General Education Development Testing is hampered by the twice a month testing cycle conducted by Bakersfield College and the fast turnover rate of inmates. The teacher will explore improving coordinating more closely inmate releases/transfer dates with the Bakersfield College General Education Development testing dates.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

36.	<ul style="list-style-type: none"> Are teachers testing inmates within ten days of being enrolled or assigned to an Alternative Education Delivery Model program? Are the inmates' Test of Adult Basic Education subtest results analyzed by the teacher for appropriate Alternative Education Delivery Model lesson/class placement? 	No	The Distance Learning Teacher is not Test of Adult Basic Education testing inmates at all. The Independent Study teacher is testing, developing education plans, and grading inmate work. Both teachers maintain, inmate roster, and sign in sheets.
37.	<ul style="list-style-type: none"> Is the Alternative Education Delivery Model current enrolled/assigned inmate roster consistently kept updated? Is it given to the Vice-Principal and Principal on at least a weekly basis? 	Yes	Both teachers maintain, inmate rosters, and sign in sheets. Both programs use the ducat system to bring in students into the classrooms used for Distance Learning and Independent Study activities.
38.	Are students' gains being recorded and tracked?	Yes	The Independent Study teacher plans, records and tracks completed sequential work and gains of the inmates participating in Adult Basic Education English Language Development and General Education Development. A Computer Aided Instruction (CAI) Lab within the Independent Study classroom is also set up and waiting final computer set-up. The CAI Lab software has a built in recording and tracking system.
39.	<div style="border: 1px solid black; padding: 2px;">Gender Responsive Strategies:</div> <p>Do all of the academic life skills classes have current course outlines that agree with the Office of Correctional Education/Gender Responsive Strategies (GRS) approved curriculum, i.e.? Women's Conflict and Anger Lifelong Management (W-CALM) (Feb. 2007), Women's Health (July 2007), Women's Parenting (January 2008) Women's Victims (July 2008)?</p>	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

40.	Do all of the academic life skills classes have current lesson plans that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum?	N/A	
41.	<div style="border: 1px solid black; padding: 2px;">ESTELLE and Behavior Modification Unit programs:</div> <p>Is there an effective system in place to track monthly attendance, reporting, and evaluation of assigned inmates, their performance; and participation that allows a clear over-all rating of progress of each student in the Behavior Modification Unit/ESTELLE program?</p>	N/A	
42.	Is there a tracking and evaluation process to determine inmate progress on the Behavior Modification Unit curriculum competencies including Conflict and Anger Lifelong Management and is documentation provided to the Unit Classification Committee every 30 days detailing how the inmates assigned to the Behavior Modification Unit program are performing?	N/A	
43.	<ul style="list-style-type: none"> Do ESTELLE students have access to computers as required in the framework of the program for training? Does the teacher have Test of Adult Basic Education scores on all of the students in the program? 	N/A	
44.	<div style="border: 1px solid black; padding: 2px;">Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) – Risk and Needs Assessment:</div> <p>Are assessment teachers conducting assessments on eligible inmates as defined by the current Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Operations Manual?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

45.	Does assessment staff utilize the current standardized Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Tracking Form?	Yes	
46.	Are the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) questionnaires shredded daily in accordance with the confidential document procedure?	No	They are not always shredded daily.
47.	Are assessment interviews conducted in a semi-private environment?	Yes	
48.	Is appropriate assistance provided to inmates during participation in the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) assessment interview in accordance with departmental policies regarding Effective Communication, the Clark Remedial Plan, and Armstrong mandates?	Yes	
49.	<div style="border: 1px solid black; padding: 2px;">Security and Order:</div> Are personal alarms issued to teachers and do they wear whistles and the personal alarms on their person?	Yes	
50.	Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?	Yes	
51.	<div style="border: 1px solid black; padding: 2px;">Pre-Release</div> Does the Pre-Release curriculum contain Life Skills; Communication Skills; Attitude and Self-Esteem; Money Management; Community Resources; Job Application Training; Department of Motor Vehicles Practice Test; and Parole Services?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

52.	Do all of the Pre Release lesson plans contain the objective, handouts, and methods for student evaluation?	No	The CDCR curriculum is not taught in a classroom setting. The Pre-Release Program consists primarily of Pre-Release packets.
53.	Is the Pre-Release teacher receiving appropriate institutional and Parole and Community Services Division (P&CSD) staff support?	Yes	Parole services are provided to inmates at least twice a month.
54.	Is the Pre-Release curriculum recording system in-use, accurate, and current and are copies of monthly records maintained?	No	The Pre-Release curriculum recording system is not in use. Pre-Release program consists primarily of Pre-Release packets.
55.	Does the Pre-Release instructor use a variety of teaching methodologies and allow for differentiation of instruction to meet individual learners' needs?	Yes	The Pre-Release teacher provides assistance in reading and understanding the material requested by the inmates.
56.	Is the Pre-Release class a full-time program (four days/8.5 hours or five days/6.5 hours)? If no, is there an exemption on file?	No	The Pre-Release program consists primarily of Pre-Release packets prepared and delivered individually for each inmate. The teacher delivers the package to the inmate and at that time provides additional assistance as requested. All inmate contacts and inmate material requested is recorded and tracked.
57.	Are all of CDCR Form 128Es (that are used to record all education participation including course completions) and classroom records current and accurate and reflect a full-quota student enrollment?	No	The CDCR Form 128Es are not used to record all education participation including course completions. There are no classroom records that are current and accurate and reflect a full-quota student enrollment since inmates are not assigned to Pre-Release. The Pre-Release program consists primarily of Pre-Release packets prepared and delivered individually for each inmate.
58.	Does the Pre-release Teacher use the Framework for Breaking Barriers?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

59.	Does the Pre-release teacher provide the Office of Correctional Education with monthly Pre-release Program reports on time and maintain copies of those monthly Pre-release program reports?	Yes	The Pre Release Teacher has outstanding records of Pre-Release packets and service contacts made on a daily basis.
60.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Recidivism Reduction Strategies Enhanced Outpatient Program:</div> Is the Enhanced Outpatient Program Teacher a participating member of the Interdisciplinary Treatment Team (IDTT) meetings?	N/A	
61.	Is there a current roster of Enhanced Outpatient Program inmates determined eligible by Interdisciplinary Treatment Team (IDTT) and the Enhanced Outpatient Program teacher to receive education services?	N/A	
62.	Is the required student assessment for development of the Individualized Treatment and Education Plan completed in accordance with the Enhanced Outpatient Program assessment guidelines timelines?	N/A	
63.	Is there documentation of the education services provided to Enhanced Outpatient Program inmates?	N/A	
64.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Transforming Lives Network Program:</div> Are alternate modalities available for use within the housing units for the Distance Learning program? For example, video, Transforming Lives Network, institutional television, visual worksheets, etc.?	No	The materials needed are two VHS/DVD recorders with recordable DVD media which has been ordered. As soon as this equipment is received and installed, the TV Specialist will have the Transforming Lives Network program on institutional television.
65.	Is the television specialist recording Transforming Lives Network broadcasting and archiving copies for re-broadcast and individual teacher access?	No	This can not be done until the new equipment is received and installed.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

66.	Is the television specialist setting up a broadcast schedule for the school and distributing that schedule to the school faculty?	Yes	The schedule is printed and available to the faculty.
67.	Are school faculty members given the opportunity to provide input into the broadcast schedule?	Yes	The faculty is given the opportunity to provide input on the broadcast schedule.
68.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Recreation/Physical Education (P.E.):</div> Is there a current and comprehensive activity schedule for the Recreation and/or Physical Education Program?	Yes	
69.	Does the Physical Education teacher follow the CDCR approved selection process for movies?	Yes	The Movie Review policy was reviewed and discussed with management.
70.	Does the Physical Education teacher have sign-up sheets, team rosters, or other evidence of inmate participation in sports and health education activities?	Yes	
71.	Is CDCR-approved State frameworks curriculum being used and are course outlines present?	Yes	
72.	Are health education, physical fitness training and recreational activities being provided to the Special Needs populations?	Yes	Special events are held for the special needs population.
73.	Does the Physical Education teacher have a system in place to ensure accountability for state property including sports equipment, clothing and supplies?	Yes	
74.	Are there sufficient supplies, such as board games and sports equipment, to ensure a viable Physical Education program?	Yes	
75.	Are time-keeping records (CDCR Form 1697) on inmates assigned to work for the Physical Education teacher being kept?	Yes	Time keeping is done by the Recreation Officer.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

76.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Recidivism Reduction Strategies (Physical Education): </div> <p>Are health education, physical fitness training and recreational activities being provided to the geriatric population (age 55 and over)?</p>	Yes	
77.	<p>Have the funds for the Recidivism Reduction Strategies funds for the geriatric population been expended for the geriatric population?</p>	Yes	The funds were expended.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

NO.	INSTITUTION: WSP DATE: May 6-9, 2008 COMPLIANCE TEAM: John Burk	Yes/No or N/A	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px;">Library Staffing:</div> <ul style="list-style-type: none"> Does the Principal, Academic Vice-Principal, or Vocational Vice-Principal supervise the library staff? Does the Senior Librarian implement/plan the library program? 	Yes	
2.	<div style="border: 1px solid black; padding: 2px;">Department Operations Manual and Department Operations Manual Supplement:</div> <ul style="list-style-type: none"> Is the current Department Operations Manual, Section 53060 available in the main libraries and satellite libraries? Is there a Department Operations Manual library supplement that is brief, and contains no new policies and/or regulations unless they are court-ordered and does the Department Operations Manual supplement reflect the current, actual local library program? 	Yes	
3.	<div style="border: 1px solid black; padding: 2px;">General Population (GP) Access Hours:</div> <ul style="list-style-type: none"> Are library hours of operation posted where General Population inmates can see them, and do General Population inmates have access to the library during off work hours? Do General Population inmates have regular access to non-legal library services? 	Yes	
4.	<div style="border: 1px solid black; padding: 2px;">General Population/Law Library Documentation:</div> <ul style="list-style-type: none"> Is there documentation of General Population inmates' access to law library for a minimum of two hours within seven calendar days of their request for legal use? Is there a list showing inmates who request legal access, and those who received access? 	Yes	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

5.	Restricted Housing Status Inmate Access: <ul style="list-style-type: none"> • If there are Restricted Housing inmates in the institution, is there a Department Operations Manual supplement relating to their use of the library? • Is there a method for Restricted Housing inmates to request physical access to the law library which includes a list showing Restricted Housing inmates requests for access and inmates who actually used the library and is access granted for a minimum of one two-hour block of time if needed by the inmate, within seven calendar days of a request? 	Yes	
6.	Restricted Housing Status Non-Legal Library Services: <p>Do Restricted Housing inmates receive general library services?</p>	No	A limited number of books are made available to custody for distribution in the Administrative Segregation housing; however, this is insufficient to meet the minimum level of general library services mandated.
7.	Library Expenditures: <ul style="list-style-type: none"> • Are library funds spent for magazines/newspaper subscriptions, fiction and nonfiction books, supplies, processing, repair, and interlibrary loan fees? • If other items are purchased, are they for library use? 	Yes	
8.	Inmate Welfare Funds (IWF) Expenditure: <p>Are Inmate Welfare Funds used to purchase newspapers, magazines, and paperback fiction books, etc.?</p>	No	These funds have not been used to date; however, purchase orders are about to be issued which will utilize this budget line.
9.	Law Library Expenditure: <ul style="list-style-type: none"> • Does the Senior Librarian understand the process associated with receiving the mandated law discs/books through the warehouse or mail room? • Are the Stock Received Reports completed and submitted to the Regional Accounting Office? 	N/A	There is currently no Senior Librarian at Wasco.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

10.	<ul style="list-style-type: none"> Are all received mandated law books and discs made available to inmates in a timely manner? Are the discs timely loaded on the Law Library Electronic Data System computer? Are the law books shelved promptly? 	No	No one library has a complete set of Shepard's Citations and those which are available are mixed on the shelves and not properly segregated into individual sets.
11.	<ul style="list-style-type: none"> Are law library discs checked in by the Associate Information Specialist Analyst? If not, who checks them? 	No	The Associate Information Systems Analyst's only involvement is to fix a broken or crashed computer. All discs are loaded by the Library Technical Assistants.
12.	Does the librarian know what steps to take if a mandated law library book or disc is not received when it should be?	N/A	There is no Senior Librarian at Wasco.
13.	<div style="border: 1px solid black; padding: 2px;">Library Book Stock - Quality, Part I:</div> <ul style="list-style-type: none"> Within the entire institution's libraries, is there at least one encyclopedia with a copyright date within the last five years and one unabridged dictionary (no older than five years)? Does the library program have at least three directories relevant to the questions asked by the population served? 	No	New unabridged dictionaries need to be purchased for all the libraries. Random House is the best choice as the Merriam Webster dictionary (despite the printing date) is a 30 year old dictionary.
14.	<div style="border: 1px solid black; padding: 2px;">Library Book Stock - Quality, Part II:</div> <p>Does each library in the institution have a current world almanac, an atlas that is no more than three years old, an English language dictionary that is no more than five years old, and a Spanish and English dictionary that is no more than ten years old?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

15.	Library Book Stock - Quality, Part III: <ul style="list-style-type: none"> Does each library regularly inspect the physical condition of their books? Does the library program have a book repair procedure 	Yes	
16.	Library Book Stock - Quality, Educational Support, Literacy, Multi-Ethnicity: <p>Does each library in the institution have at least one textbook and two supplemental titles which have copyright dates not more than ten years old representing each vocational and academic program in the institution, a minimum of 100 titles representing high interest/low level reading books, a minimum of 250 multi-ethnic titles, including but not limited to Black American, Asian-American, Hispanic-American (including Spanish language) and Native American materials?</p>	No	Additional multi-ethnic titles are needed in all the libraries. No Native American materials were noted.
17.	Library Book Stock - User Orientation: <ul style="list-style-type: none"> Are book collections designed to meet the needs and interests of the inmate population served? Does the librarian regularly meet with an inmate library advisory group, and does the library maintain a suggestion box? 	No	The library supervisor meets with the Men's Advisory Council; however, there is no procedure, other than the suggestion box, for the Library Technical Assistants to receive inmate advice. There is no Senior Librarian at Wasco.
18.	Library Book Stock - Quantity: (Department Operations Manual Book Aug) <ul style="list-style-type: none"> Does the current library collection contain the number of fiction and nonfiction books mandated by CDCR? Does this include any new books purchased through Recidivism Reduction Strategies (RRS) funding? 	No	The Department Operations Manual requires 5,500 volumes of fiction and 1,100 volumes of non-fiction for every 1,000 inmates. No library was close to meeting this requirement.
19.	Have all books purchased through the Recidivism Reduction Strategies funds been received, shelved, and inmate use tracked?	Yes	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

20.	Book Access: <ul style="list-style-type: none"> Is there a card catalog or equivalent system that inmates can use to find a book by title, author, or subject matter? Can inmates request books that are not in the library collection? 	No	Book lists are the only method provided to find a book and these are incomplete.
21.	Circulation: <p>Is there an adequate library book checkout system in place and an adequate overdue system in use?</p>	Yes	
22.	Mandated Law Library/California Code of Regulations, Department Operations Manual <ul style="list-style-type: none"> Are the Gilmore v. Lynch mandated law books up to date? Does the library collection have the most current California Code of Regulations/Title 15 in English and Spanish? Is there a method of displaying proposed and actual revisions of California Code of Regulations/Title 15 for the inmate population, and does each library have a complete up-to-date Department Operations Manual? Are all the Law Library Electronic Data System computers up-to-date and operating in each library? 	No	There are no Gilmore materials available for this fiscal year. The latest supplements are dated June 2007. The 2007 & 2008 Department Operations Manual updates which have been published since the Department Operations Manual was last printed are not available in any of the libraries. These are mandatory items which can be printed from the CDCR intranet web pages. The first Supreme Court disc has timed out and thus the contents are not available except through paging.
23.	Law Library - American Disability Act (ADA): <p>Are American Disability Act mandatory postings present in the library?</p>	Yes	
24.	Circulating Law Library: <p>Is a procedure for accessing the Circulating Law Library in place?</p>	N/A	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

25.	<div style="border: 1px solid black; padding: 2px;">Court Deadlines:</div> <p>Are court deadlines verified, and is there documentation that inmates with established court deadlines have priority access to the library?</p>	Yes	The present number of Priority Legal Users is so small that Priority Legal User logs are not maintained. Priority Legal User status is noted on the daily ducat lists.
26.	<div style="border: 1px solid black; padding: 2px;">Law Library Forms and Supplies:</div> <p>Do inmates have access to court required forms; are required legal supplies adequate and available; are procedures to distribute forms and supplies appropriate; and do all law libraries follow the same law library procedures?</p>	Yes	Only one form, the Government Claim Form, previously known as the BC-1E form should be added to the existing list. This form is required to be attached to a CDCR Form 602 appeal dealing with property/funds. The Judicial Council Forms books are not required by CDCR and are not an authorized expenditure under education budget guidelines. The CDCR Library Advisory Committee feels they are too often misused by inmates and require too much staff time expenditure to be included in a CDCR Law Library.
27.	<div style="border: 1px solid black; padding: 2px;">General Library Forms and Supplies:</div> <p>Are adequate supplies available to process library materials, and are there standardized forms for library procedures that are used by all the libraries in the institution?</p>	Yes	
28.	<div style="border: 1px solid black; padding: 2px;">Inmate Clerk Training:</div> <ul style="list-style-type: none"> • Do inmate library/law library clerks receive documented training? Are training records maintained for each inmate employee? • Do inmate clerks receive training on a regular basis in law library and general library processes? 	Yes	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

29.	<div data-bbox="186 241 946 300">Security and Order:</div> <ul style="list-style-type: none">• Are personal alarms issued by institution to library staff; does library staff wear a whistle and the issued personal alarms?• Are exits clearly marked and evacuation plans posted in accordance with the institution's emergency evacuation plan?	Yes	
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COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

	INSTITUTION: WSP DATE: May 6, 2008 COMPLIANCE TEAM: Mark Lechich	Yes/No or NA	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px;"> Duty Description/Credentials – Statement/Job – Literacy Learning Lab </div> Do you have a current duty statement on file (within one year)?	No	The WSP Literacy Lab has not functioned since June, 2006.
2.	Do you have a valid credential on file?	No	
3.	<div style="border: 1px solid black; padding: 2px;"> Security/Order – Literacy Learning Lab </div> Are personal alarms issued by the institution to teaching staff and worn?	No	
4.	Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?	No	
5.	<div style="border: 1px solid black; padding: 2px;"> Supervisory/Support – Literacy Learning Lab </div> Do you receive support from your supervisor and other educational staff?	No	
6.	Does the Vice Principal visit/observe your class? Does the Principal visit/observe your class? Do you maintain a sign-in log?	No	
7.	<div style="border: 1px solid black; padding: 2px;"> Inmate Enrollment – Literacy Learning Lab </div> Do you maintain a minimum enrollment of 27 students?	No	
8.	Do students receive direct/group instruction?	No	
9.	Is the Literacy Learning Lab a "self contained" program?	No	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

10.	Student Records/Testing Achievements – Literacy Learning Lab Do you verify non-General Education Development or non-High School graduation of the student?	No	
11.	Do you start a student record file upon the student entering the Literacy Learning Lab program?	No	
12.	Does each student have a current Test of Adult Basic Education score? <i>If not, do you refer the student for testing?</i>	No	
13.	Do you assess student's basic skill level? <i>Describe</i>	No	
14.	Are at least 90% of the CDCR Form 128E chronological reports, classroom records and accountability documents current, accurate and secured?	No	
15.	Are the Student Files current (incl. Test of Adult Basic Education scores and any other assessment scores)? <i>Review</i>	No	
16.	Is there a current Student Job Description on file?	No	
17.	Instructional Expectations – Literacy Learning Lab Do you use the approved CDCR Competency Based Adult Basic Education curriculum?	No	
18.	Are differentiated instructional methods used? <i>Describe</i>	No	
19.	Do students track their own progress?	No	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

20.	Do the students receive computer orientation? Is there continuous training? Describe	No	
21.	Do you maintain course outlines and lesson plans? Review files	No	
22.	Do you use alternative assessment instruments (besides the required Test of Adult Basic Education), to determine a student's instructional plan? Describe	No	
23.	Do students spend an average of six months of instructional time enrolled in the program?	No	
24.	Other Services – Literacy Learning Lab Do you refer students to other services, i.e. medical? Describe the process	No	
25.	Do you provide the students career-related information?	No	
26.	Do you have student aides? If so, how many and how are they used?	No	
27.	Training - Literacy Learning Lab Have you participated in conferences, workshops and seminars from July 1, 2007–December 31, 2008? If so, provide a list.	No	
28.	Expenses – Literacy Learning Lab Are spending levels appropriate for material purchases and training to support program needs?	No	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

29.	Equipment – Literacy Learning Lab Do you maintain a complete and current inventory of equipment? Is equipment tagged with a Workforce Investment Act property tag? Conduct an inventory	No	
30.	Is your software appropriately maintained by PLATO's technical field staff?	No	
31.	Do you register all new software purchases with the Associate Information Systems Analyst?	No	
32.	Committees/Meetings – Literacy Learning Lab How often do you meet with the referral teacher for consultation on a student?	No	
33.	CASAS/TOPSPRO Management Information System (MIS) Coordinator Have you been trained in the area of California Accountability and the TOPSPRO Management Information System to appropriately perform your duties as a CASAS Coordinator? When was the date of the last training? Dates of last trainings	Yes	Mr. Mondary attended the April, 2008 and the October, 2007 TOPSPRO trainings conducted by the WIA Administrator. He also attended the 2007 CASAS Summer institute
34.	Do you have an adequate amount of CASAS testing materials to implement CASAS? Explain the CASAS testing procedures at your institution.	Yes	Adequate amount of testing materials. The teachers pick-up the testing materials in the Bridging Education Office. Sign-Out/Sign In Sheet system is in place.
35.	Are the CASAS testing materials appropriately inventoried and secured?	Yes	Locked in cabinets in secured Bridging Education Office.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

36.	Are you using the latest version of the TOPSpro Management Information System software?	Yes	TOPSpro version 5.0.
37.	Is the hardware equipment (Scantron machine) and software (TOPSpro Management Information System) used to implement CASAS appropriately maintained?	Yes	The computer is in good shape. The scanner is antiquated, however a new scanner has been ordered.
38.	Do you provide each teacher with a Student Performance by Competency Report to assistance them in preparing lesson plans?	Yes	Competency Reports for Students. Student Gains by Class Report is also given to the teachers and the supervisors monthly.
39.	Do you know how to generate the California Payment Point Report? Can you generate a Preliminary Payment Point Report?	Yes	Mr. Mondary checks the Payment Point Report after each scanning. The Preliminary Report is also checked for cleaning data.
40.	Are the appropriate students receiving and completing the Core Performance Surveys? <i>Explain the process in place to ensure that students are receiving the surveys.</i>	Yes	If the ex-student is still at the institution, the CASAS Coordinator would hand deliver the Survey to the ex-student to complete the form.
41.	Can you generate an up to date list of students that will be receiving the Core Performance Survey for the past quarter?	Yes	Second Quarter data indicated that "No Students Qualified".
42.	Can you generate a Data Integrity site review?	Yes	Data Integrity Report is used for assisting Coordinator to locate errors in the data.
43.	Can you generate a Student Gains by Class Report? Can you produce five student Entry/Update records and Pre/Post Test records? (Check reports with Student Gains by Class Report and Student Lister. Dates, testing books, and scores should match between records)	Yes	This report is given to teachers and supervisors to account for the students learning gains. All records matched. Mr. Mondary is doing outstanding work with the Test of Adult Basic Education and CASAS testing.